

## DEPARTMENTAL APPROVAL REQUEST

<b>Commodity</b>			
<b>Department</b>			
<b>Budget Code</b>			
<b>Source of Funding</b>	Operating	Capital	Multiyear Capital
<b>Purpose</b>			
<b>Results</b>	<b>Vendor Name</b>	<b>Bid Amount</b>	
<b>Expected Value</b>	As above      Value shown is an estimate only for a ___ year period. The City does not guarantee to buy any specific quantities or dollar value.		
<b>Contract Duration</b>			
<b>Recommendation</b>	It is recommended to award to the lowest bidder meeting specifications _____ in the amount of \$_____ HST included, as per the terms and conditions of the Public Procurement Act.		
<b>Quotes Obtained by</b>			
<b>Manager or Designate</b>		<b>Date</b>	
<b>Deputy City Manager or Designate</b>		<b>Date</b>	

- In cases where the procurement value is \$100,000 or above Council approval is required. The entire procurement value must be calculated to determine this threshold including any possible contract extensions.
- Where departments have used a limited call for bids to purchase commodities, they are responsible to send the information to Council for approval by using this form.
- A purchase order will not be created until all documentation, including Council approval, had been provided with an approved requisition.

# ST. JOHN'S

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